BOARD OF SUPERVISORS

FROM:

INTERNAL OPERATIONS COMMITTEE

DATE:

June 24, 1991

SUBJECT:

STATUS REPORT ON AFFIRMATIVE ACTION PLAN AND ACCOMPLISHMENTS



SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATIONS:

- Adopt the attached Draft Affirmative Action Plan as the Affirmative Action Plan for Contra Costa County government.
- 2. Agree to create a nine-member Advisory Council on Equal, Employment Opportunity to serve as an advisory committee to the Board of Supervisors regarding the implementation of the County's Affirmative Action Plan. The Council will review the Affirmative Action Program and recommend actions to facilitate attainment of the County's goal for affirmative action. Four members shall represent women, minorities and other protected groups; one member shall represent the disabled; two members shall represent employee. organizations; and two members shall represent County management. Terms shall be for three years, effective November 1, 1991. Of the initial appointees, terms shall be staggered so that three expire October 31, 1992, three expire October 31, 1993 and three expire October 31, 1994. Thereafter, all terms shall be for three years. No individual may serve more than a total of six years, excluding any content of the individual may serve more than a total of six years, excluding any one or two year terms the individual may have served when the advisory council was first formed.
- 3. Request the Affirmative Action Officer to contact groups which would be representative of women, minorities, the

CONTINUED ON ATTACHMENT: Yes Yes SIGNAT	URE:	
RECOMMENDATION OF COUNTY ADMINISTRATOR RECOMMENDATION OF BOARD COMMITTEE		
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SIGNATURE(S): ROBERT I. SCHRODER	SUNNE WRIGHT MCPEAK	
ACTION OF BOARD ON July 9, 1991	APPROVED AS RECOMMENDED X OTHER	

VOTE OF SUPERVISORS

CC:

X__UNANIMOUS (ABSENT ___ AYES NOES: ABSENT:

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF AN ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD OF SUPERVISORS ON THE DATE SHOWN.

PHIL BATCHELOR, CLERK OF THE BOARD OF SUPERVISORS AND COUNTY ADMINISTRATOR

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disabled and other protected groups, indicating that these seats are available and inviting applications for these seats. All applications should be forwarded to the Internal Operations Committee in time for our Committee's October 14, 1991 meeting.

- 4. Request the Director of Personnel to contact all recognized employee organizations as well as the Central Labor Council, indicating that the two seats for employee organizations are available and inviting applications. All applications should be forwarded to the Internal Operations Committee in time for our Committee's October 14, 1991 meeting.
- 5. Request the County Administrator to recommend two management employees to the Internal Operations Committee in time for our Committee's October 14, 1991 meeting.
- 6. Request the County Administrator and County Counsel to explore the implications of establishing as a goal for the County's Affirmative Action Program that employment would be at parity with the racial and ethnic distribution of the general population of working age in Contra Costa County, as reflected in the 1990 census figures.
- 7. Direct all Department Heads in the County to provide the County Administrator with an implementation plan for how the County's Affirmative Action goals will be implemented in each department and direct the County Administrator to return to our Committee on October 14, 1991 with a summary of those plans.
- 8. Request the Affirmative Action Officer to update the detailed salary charts on an annual basis and forward them to the Board of Supervisors.
- 9. Request the Affirmative Action Officer to return to our Committee on December 9, 1991 with her next semi-annual report on the progress which has been made in hiring women and minorities at various levels in County government. This report should cover the period January 1, 1991 through June 30, 1991. The format and content of the most recent semi-annual report would be most acceptable for this report.

BACKGROUND:

For the past several years, our Committee has been overseeing the progress County government has been making in the Affirmative Action and MBE/WBE areas. We last reported to the Board on this subject December 18, 1990 at which time the Board directed that a number of activities be undertaken, including the redrafting of an Affirmative Action Plan for the County.

On June 24, 1991 our Committee met with the County Administrator, Affirmative Action Officer, County Counsel's Office, representatives of several County Departments and a number of representatives of minority organizations and other concerned citizens.

Our Committee received and reviewed with staff the report from the Personnel Department on the progress which has been made in the County's Outreach and Recruitment Program, which has been most successful in recruiting additional women and minority candidates for County positions. We have not attached this report to our report since it has previously been forwarded to the members of the Board of Supervisors.

Our Committee also received and reviewed with the Affirmative Action Officer the attached report on the progress which has been made in the past six months in hiring and promoting women and minorities. The Affirmative Action Officer also reported to our Committee on each of the referrals which was approved by the

Board of Supervisors on December 18, 1990. Finally, the Affirmative Action Officer provided our Committee with a copy of the attached draft Affirmative Action Plan which has been discussed with numerous organizations in the community.

Our Committee heard testimony from the following individuals:

Henry Lane of the County Democratic Central Committee and Ralph Hernandez of the Latino Peace Officers' Association
Jose Lopez of the Hispanic Coalition for Affirmative Action Phil Bertenthal of the Contra Costa Legal Services Foundation Sue Edwards on her own behalf
Joan Conley of the Mt. Diablo Education Association
Jeanne-Marie Rosenmeier of the Contra Costa Chapter of NOW George Fujioka of the Asian Coalition
Paul Katz of Public Employees Union, Local 1
Mike Price, President of Fire Fighters Local 1230
Janet Johnson of the Advisory Committee on the Employment and Economic Status of Women
Eileen Bitten, Assistant Personnel Director
Ernesto Fresquez of the Hispanic Chamber of Commerce

Following testimony from all of those present who wished to address our Committee we formulated the above recommendations. While there was a good deal of testimony to the effect that the Advisory Committee should be larger, our Committee is concerned primarily that the Committee be composed of individual who are committed to Affirmative Action and are willing to put in the necessary time to make this process work. We will continue to evaluate the work of the Advisory Committee and will determine in the future whether it appears to be necessary to increase the size of the Advisory Committee.

We believe that the adoption of the attached Affirmative Action Plan is a historic step which will improve our County's efforts to achieve true and realistic equal employment opportunities for all individuals.

In order to make such a Plan work, it is necessary that each department develop and implement a plan which indicates how that department how that department will implement the Affirmative Action Plan: We are asking for such plans to be filed with the County Administrator and then our Committee within 90 days. We will forward those plans to the Board after we have reviewed them in October.

cc: County Administrator
Affirmative Action Officer
County Counsel
Director of Personnel
Each County Department Head (Via CAO)

EQUAL EMPLOYMENT OPPORTUNITY ADVISORY COUNCIL

MEMBERSHIP:

11 members as follows:

4 representing women, minorities and other protected groups

1 representing disabled

2 representing employee organizations 2 representing County management

1 minority owned business

1 representative of labor who is involved in training programs

ESTABLISHED:

By Board Order July 9, 1991

APPOINTED BY:

Board of Supervisors

TERM:

Three year staggered terms ending November 30. No member may serve more than a total of six years (excluding those who

serve the one or two year terms at creation).

The two employee organization seats shall be for two year terms

and be totated as follows:

Seat #1

Term Expiring:

SEIU, Local 535	November 30, 1993
AFSCME, Local 512	November 30, 1995
DA Investigators	November 30, 1997
Firefighters, Local 1230	November 30, 1999
Appraisers	November 30, 2001

Seat #2

Term Expiring:

Deputy Sheriff's Association	November 30, 1994
California Nurses Association	November 30, 1996
Public Employees, Local 1	November 30, 1998
AFSCME, Local 2700	November 30, 2000

FUNCTIONS:

To serve as an advisory eommittee to the Board of Supervisors regarding the implementation of the County's Affirmative Action Plan; review the Affirmative Action Program and recommend actions to facilitate attainment of the County's goal for affirmative

action.

REPORTS TO:

Board of Supervisors

MEETING TIME:

First Friday every month, 651 Pine Street, Room 105, 9:30 a.m. to

12:00 p.m.

COMPENSATION: None.

FOR INFORMATION, CONTACT:

Emma Kuevor, Affirmative Action Officer

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